

Bid Document

Bid Details	
Bid End Date/Time	11-07-2022 14:00:00
Bid Opening Date/Time	11-07-2022 14:30:00
Bid Offer Validity (From End Date)	80 (Days)
Ministry/State Name	Ministry Of Education
Department Name	Department Of Higher Education
Organisation Name	Indian Institute Of Science Education And Research (iisers)
Office Name	Thiruvananthapuram
Total Quantity	3495
Item Category	binder clips (Q3) , Box File (Q4) , Eraser (Q4) , manual pencil sharpener (Q3) , self adhesive flags (Q4) , Report Cover (Q4) , Paper Clips as per IS:5650 (Q4) , Roller Ball Pen (Q4) , Paper weights (Q4) , Diaries-Printed-Plain- Register--IS 1848 (Q4) , scissors (Q4) , self adhesive paper note (Q4) , Marking Pen- permanent, highlighter (Q4) , knife blades (Q4) , whiteboard erasers and dusters (Q3) , Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 (Q4)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Primary product category	Diaries-Printed-Plain- Register--IS 1848
Time allowed for Technical Clarifications during technical evaluation	4 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MII Purchase Preference

MII Purchase Preference	No
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MSE Purchase Preference

MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

Binder Clips (13 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Size of Binder clip (Width) (mm)	12
	Minimum paper holding capacity with 75 GSM paper (Nos)	50
Packaging	Type of Packing	Card board
	Number of Clips in a pack (Nos)	12

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	13	30

Binder Clips (13 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Size of Binder clip (Width) (mm)	19
	Minimum paper holding capacity with 75 GSM paper (Nos)	50
Packaging	Type of Packing	Plastic container
	Number of Clips in a pack (Nos)	12

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	13	30

Binder Clips (17 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Size of Binder clip (Width) (mm)	25
	Minimum paper holding capacity with 75 GSM paper (Nos)	70

Specification	Specification Name	Bid Requirement (Allowed Values)
Packaging	Type of Packing	Card board
	Number of Clips in a pack (Nos)	12

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	17	30

Binder Clips (17 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Size of Binder clip (Width) (mm)	32
	Minimum paper holding capacity with 75 GSM paper (Nos)	82
Packaging	Type of Packing	Card board
	Number of Clips in a pack (Nos)	12

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	17	30

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days

Binder Clips (5 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Size of Binder clip (Width) (mm)	51
	Minimum paper holding capacity with 75 GSM paper (Nos)	52
Packaging	Type of Packing	Card board
	Number of Clips in a pack (Nos)	12

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	5	30

Box File (200 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	200	30

Eraser (50 packet)

Brand Type	Registered Brand
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Technical Specifications* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Other Properties	Number of Eraser per pack (nos)	20

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	50	30

Manual Pencil Sharpener (100 pieces)

Brand Type	Registered Brand
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Technical Specifications* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Body Material	Plastic
Dimension	Blade Length (mm)	22
	Blade Width (mm)	5
	Diameter of Sharpening Hole (Range)	8mm -9mm

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Sharpening Holes	Single
	Waste collector	No
Packing	Number of Sharpeners in a Pack (Nos)	1

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	100	30

Self Adhesive Flags (60 packet)

Brand Type	Registered Brand
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Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Size and GSM	GSM of Paper (gsm)	75, 80, 85, 90 Or higher
Colour and Arrangement of Flags	Number of Colour	5
Packing	Number of Sheets of Each Colour in a pack (Nos)	100

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	60	30

Report Cover (1000 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type Of Folder	L-Shape plastic Folder
Size	Paper size to which folder is suitable	A4
Dimension	Thickness of folder (mm)	0.17
	Minimum Length of folder	305 mm for A4
	Minimum Width of folder	225 mm for A4
Physical characteristics	Binding/holding of paper by	Without (L-shape)

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	1000	30

Paper Clips As Per IS:5650 (100 box)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Dimension	Shape	Standard
	Size (L X W) (mm X mm)	Large (31mm X 8 mm)

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	100	30

Roller Ball Pen (500 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Characteristics	Line Width (mm)	0.5
	TC Ball Tip (mm)	0.5

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	500	30

Paper Weights (20 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Material	Glass
Weight	Weight (approx) (gm)	125
Transparency	Transparency	Transparent

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	20	30

Diaries-Printed-Plain- Register--IS 1848 (300 pieces)

Brand Type	Registered Brand
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Technical Specifications* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	Single Line Ruled
Dimension	Dimension of Paper (Length X width) (mm X mm)	330 X 210
	Dimension of Cover (Length X Width) (mm X mm)	330 X 210
Grammage (GSM)	Grammage of Paper (gsm)	70
	Grammage of Cover Paper (gsm)	250
Physical Characteristics	Brightness of Paper (%)	92
	Smoothness of Paper (Bendtsen) (ml/min)	200
	Opacity (%)	85
Number of Pages	Number of Pages	100
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
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S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	300	30

Diaries-Printed-Plain- Register--IS 1848 (500 pieces)

Brand Type	Registered Brand
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Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	Single Line Ruled
Dimension	Dimension of Paper (Length X width) (mm X mm)	431.8 X 342.9
	Dimension of Cover (Length X Width) (mm X mm)	450 X 355
Grammage (GSM)	Grammage of Paper (gsm)	75
	Grammage of Cover Paper (gsm)	250
Physical Characteristics	Brightness of Paper (%)	75
	Smoothness of Paper (Bendtsen) (ml/min)	180
	Opacity (%)	85
Number of Pages	Number of Pages	200
Binding	Type of Binding	Perfect Bound
Content	Content and Description	Office Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	500	30

Diaries-Printed-Plain- Register--IS 1848 (100 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	PLAIN REGISTER
Dimension	Dimension of Paper (Length X width) (mm X mm)	330 X 210
	Dimension of Cover (Length X Width) (mm X mm)	330 X 210
Grammage (GSM)	Grammage of Paper (gsm)	70
	Grammage of Cover Paper (gsm)	165
Physical Characteristics	Brightness of Paper (%)	80
	Smoothness of Paper (Bendtsen) (ml/min)	200
	Opacity (%)	85
Number of Pages	Number of Pages	300
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	100	30

Diaries-Printed-Plain- Register--IS 1848 (100 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Diaries / Registers	Single Line Ruled
Dimension	Dimension of Paper (Length X width) (mm X mm)	176 X 250

Specification	Specification Name	Bid Requirement (Allowed Values)
	Dimension of Cover (Length X Width) (mm X mm)	176 X 250
Grammage (GSM)	Grammage of Paper (gsm)	80
	Grammage of Cover Paper (gsm)	150
Physical Characteristics	Brightness of Paper (%)	80
	Smoothness of Paper (Bendtsen) (ml/min)	150
	Opacity (%)	85
Number of Pages	Number of Pages	400
Binding	Type of Binding	Hardcover Cloth Bound
Content	Content and Description	General Format

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	100	30

Scissors (75 pieces)

Brand Type	Registered Brand
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Technical Specifications

* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Material	Handle Material	Plastic
Physical characteristics	Blade Length (mm)	65.0
	Overall Length (mm)	100
	Blade Thickness (mm)	2

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	75	30

Self Adhesive Paper Note (100 packet)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Colour	Colour	Yellow, Green, Skyblue, Pink
Size and Grammage	Size of Note Pad (L X W) (mm X mm)	75 X 75
	GSM of Paper	75, 80 Or higher
Packing	Number of Sheets in a Pack (Nos)	100

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	100	30

Marking Pen- Permanent, Highlighter (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Type	Type of Pen	Permanent
Colour	Ink Colour	Black

Specification	Specification Name	Bid Requirement (Allowed Values)
Physical Properties	Marking Length (Meter)	804.0 Or higher

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	50	30

Knife Blades (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
DIMENSIONAL PARAMETERS	Type of Cutter Knife	Paper cutter knife (Snap off blade)
	Material of Body	Plastic
	Material of Blade	Carbon Steel
	Length of Blade (in mm)	80.0
	Width of Blade (in mm)	10.0
	Thickness of Blades (in mm)	0.3

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	50	30

Whiteboard Erasers And Dusters (100 pieces)

Brand Type	Registered Brand
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Technical Specifications* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Performance Parameters	Type of Duster	Non magnetic
	Material of the Frame	Wood
	Marker Holder	Nil
	Handgripper	Yes
	warranty in years	1
Dimensional Parameters	Length in mm	1500.0
	Width in mm	60.0

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	100	30

Gum (Paper Adhesives, Liquid Gum And Office Paste Type)-IS 2257 (25 pieces)

Brand Type	Registered Brand
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Technical Specifications* [As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Certification	ISI Marked	No
Test Report Details	Availability of Test Reports from Central Govt./State Govt/NABL/IL AC accredited Lab showing conformation to the IS Specification	No
Material	Material	Type B
Packing Size	Packing Size (Grams)	25

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Anil Kumar R	695551,Maruthamala.P.O, Vithura	25	30

Buyer Added Bid Specific Terms and Conditions

1. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---